NAVAIR INSTRUCTION 5234.1

From: Chief Information Officer

Subj: POLICIES AND GUIDELINES FOR GENERAL PURPOSE OFFICE
       PRODUCTIVITY SOFTWARE

Ref: (a) NAVAIR ltr 5230 Ser AIR-7.0/0612 of 7 Mar 96
       (b) NAVAIR Technical Architecture Guide

1. Purpose. To establish an updated computer (desktop work-
station, laptop, and notebook) standard office productivity
software suite for the Naval Aviation Systems Team (TEAM).

2. Background. Reference (a) established the standard desktop
computer office productivity software as the Microsoft Office 4.2
suite. However, technology advances and product upgrades now
require the establishment of a new standard for the TEAM.
Reference (b) is the repository for approved Information Manage-
ment (IM) policies and guidelines affecting IM acquisitions,
development, and operation TEAM-wide.

3. Discussion.

    a. The desktop computer office productivity software suite
is no longer standardized across the Command. Because of
incompatibility between software versions, the TEAM is
experiencing difficulty in accessing and sharing key information
between sites, and with outside organizations and customers.
Users can no longer be assured that the intended audience can
read documents they are providing. Constant vendor software
upgrades have created these incompatibities, often requiring
reworking of the file, and forcing users into suboptimized
processes for sharing information. Re-transmittals and
manipulation of files is inefficient, redundant, and time
consuming. Directives, such as Information Technology (IT)-21,
are driving updated versions of office software technologies into
the workplace. Implementing these technologies in a haphazard
fashion will adversely impact the organization. Therefore, the
TEAM must pursue these changes in a "corporate" (coordinated)
way.

    b. In January 1997, Microsoft introduced its current desk-
top personal computer software version, Office 97. Office 97 is
an integrated package of five software programs for office work:
Word, Excel, Access, PowerPoint, and Outlook. Additionally,
Office 97 represents a significant step forward in the areas of

core suite functionality, Internet-based collaborative computing, application development, and improved desktop IM.

    c. For the past eighteen months, concerns have been raised regarding when and if the TEAM should convert to the Office 97 suite as the command-wide solution. The issues for not converting (during this period) were:

        1) An unclear Department of the Navy (DON)-wide (e.g., IT-21) position.

        2) Lack of a comprehensive licensing agreement that optimizes cost saving through enterprise-wide purchasing.

        3) Lack of an Office 97 equivalent for the Macintosh.

        4) Poor backwards compatibility between the Office 97 suite, Office 4.2 and 95 suites, and Macintosh office versions.

        5) Absence of reliable viewers and converters for Office 95 users to preview or print Office 97 documents.

    d. In March 1998, Microsoft introduced the Office 98 Macintosh Edition which included the following Microsoft programs: Word, Excel PowerPoint, Outlook Express, and Internet Explorer. The Office 98 Macintosh Edition has the identical file formats as Office 97 making it possible for users to share documents. Both versions provide the same functionality (such as integration with the Web, collaboration tools, and built-in intelligence tools) and have the same menus and toolbars.

    e. In May 1998, a TEAM-wide meeting was held to determine site/command status on Office 97/98 deployment. Representatives provided updates on hardware and software upgrade efforts underway and shared their experiences. Observations from the summit include:

    1) Of the $33,000^{\pm}$ desktops across the TEAM, approximately 75% are or will be Office 97/98 compliant by November 1998.

    2) Consensus by all members that upgrading the TEAM to the Office 97/98 file format standard needs to be as soon as practical.

f. Microsoft has announced a first quarter 1999 release date for its newest suite, Office 2000. This version of the Office software is expected to include functionality improvements, and with the exception of Access, Office 2000 documents will be readable by Office 97 and Office 98 applications. The Naval Air Warfare Center - Aircraft Division has been selected as one of the beta test sites for this product. However, as with all new platform releases, there is a high level of uncertainty and risk regarding Office 2000.

4. <u>Scope and Applicability</u>.

a. This instruction affects all TEAM non-tactical desktop, laptop, and notebook computers throughout their entire life cycle. The term "life cycle" refers to development/acquisition, production, implementation, operation, maintenance and disposal of IT resources as performed by any TEAM organization, site or user.

b. All IM acquisition development and operations efforts, whether performed by the 7.2 Competency or other parts of the TEAM, shall comply with this instruction.

5. <u>Policy</u>.

a. On 10 January 1999, the TEAM-wide standard desktop computer office productivity software will be Microsoft Office 97 (Enterprise version) and Microsoft Office 98 Macintosh Edition.

b. Implementation of Office 2000 is prohibited (unless authorized by your site 7.2) until the software has matured and stabilized, and a TEAM-wide strategy for procurement, training, and deployment can be formulated.

6. <u>Approach</u>.

a. Many users have already implemented Office 97/Office 98 or will have implemented it before the transition date. Those who have implemented Office 97/Office 98 must take special care to ensure that the files they transmit prior to the transition date can be read by those who have not upgraded.

b. Prior to 10 January 1999, it is incumbent on the **sender** to ensure that the files are saved in the Office 95 format. Contact your local 7.2 Competency for guidance on saving files in the Office 95 format.

c.   After 10 January 1999, it is incumbent upon the **recipient** to ensure file readability by upgrading to Office 97/Office 98 or using a viewer and/or converter. If the recipient's computer has not been upgraded to Office 97 or Office 98 by 10 January, they may access their file using a viewer and/or converter. Viewers and converters are available to the TEAM in a centrally managed website. Frequently asked questions about converters and viewers can be found at the Network Support Services website: ***http://corp-nt5.nawcad.navy.mil***

Converter and viewer files can also be downloaded from this site. Contact your local 7.2 Competency for guidance on the specific viewer or converter to be used.

7.   <u>Review</u>. AIR-7.2 shall review this instruction in a manner appropriate with technology update cycles and submit revisions as necessary. Revisions will be incorporated in and comply with reference (b). Updates to reference (b) shall be drafted by the TEAM IM Architect and approved by the TEAM CIO as technology, business, or investment opportunities warrant.

/s/
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